



EAST NARROGIN PRIMARY

Board Meeting Minutes

 Monday 23rd February 2026
 5:00pm

Time minutes		Agenda Item	Documents	Purpose	Led by	Recommendations / actions
3	1.0	OPEN MEETING			Principal	5.00pm
	1.1	Opening and welcome		Inform	Principal	<input checked="" type="checkbox"/> Laycee Coles
	1.2	Apologies/absentees		Inform	Principal	Present: Allysha Spurling (5:00pm to 5:45pm), Brooke Shanks, Tracey Abraham, Kylie Hemsell, Laycee Coles, Cherie Williams (observing), Lisa Nelson, Fiona Kirby (5:10pm to approx. 5:30pm), Jenny Sterry (via videocall) Absent: No apologies
	2.0	Disclosure of Interests			Principal	
5	3.0	Minutes of Previous Meeting			Principal	Accepted: The minutes are for the second-to-last meeting in November and not for the final meeting of 2025. Unfortunately, minutes unavailable at this time. Approve: not approved.
5	3.1	Review of Previous Meeting Minutes	Minutes	Discuss	Principal	There is a question as to whether Kylie has reached the end of her term, and whether it ends in 2026 or 2027. She asks this be checked.
5	3.2	Business Arising		Discuss	Principal	Staff member status discussed.
5	3.3	Council and Board Status Staff nominations Community nominations		Discuss	Principal	If an applicant to be on the Board is a staff member and a parent, they are considered Staff, not a parent member. School Board discussed potential new members to the board. A template for inviting community members and a template for inviting parents to nominate for a position on the Board will be found or created.
	3.4	Nominations for School Board Chair		Ballot if more than one nomination	Principal	School Board Chair Nominations received by Ms Kylie Hemsell and Mrs Allysha Spurling. A secret ballot was held, and with preapproved Board members voting. <i>The East Narrogin Primary School Board voted and elected Ms Kylie Hemsell as the new School Board Chair.</i>
	4.0	Proposed Items				
5	4.1	Principal Report		Inform	Principal	Principal's report presented. o Staffing and enrolment update.

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						<ul style="list-style-type: none"> ○ Year 6 Graduation Shirt design presented. Staff shirt also being ordered due to staff support. ○ Recent staff Professional Learning. ○ Sensory Room update.
	4.2	Review Terms of Reference		Inform		<p>The Motion for the East Narrogin School Council and the Composition of School Council decided on Monday 3 November was again supported by attendees.</p> <p>A question arose as to the relationship between the Board and the P & C re nominations. Lisa read a legal statement that the Board remains a separate entity and there is no need for a P & C representative on the Board.</p>
5	4.3	Review and sign Code of Conduct		Inform		<p>The newly elected Chair of the Board, Kylie, wanted clarification as to whether it was mandatory for Board members to sign the Code of Conduct. This question should be taken to the Board training on 23 March 2026.</p>
10	4.4	Finance		Inform	MCS	<p>Reports tabled and discussed.</p> <ul style="list-style-type: none"> ○ MCS Finance Report. ○ School Budget ○ CENSUS Enrolment Numbers ○ Salaries ○ Expenditure
5	4.6	Reporting to Parents		Inform	Principal	<p>Department Reporting to Parents requirements and changes discussed.</p>
5	4.7	Annual Report		Inform	Principal	<p>2025 Annual Report is being prepared. Lisa expects that it will be completed by Week 4 of Term 2, in time for the next Board Meeting.</p>
5	4.8	General Business				<p>2025 NAPLAN School Board members requested NAPLAN data. To be shared at the next meeting as there was no school board meeting in Term 3, 2025.</p> <p>Small Group Tuition Small group tuition is likely in the near future, when staffing arrangements are finalised. On Entry testing for Pre-primary is currently underway.</p> <p>Shire's Monopoly Board Project Discussed.</p> <p>ENPS Social Media Parent request for more content to be shared.</p> <p>Faction Swimming Carnival Event planning and program discussed</p> <p>School Board Training There will be a School Board Training session, held at ENPS, Monday 23 March, 5:00pm to 7:00pm.</p>

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1	5.0	Time and Date of Next Meeting				Monday 11 May 2026, 5:00pm
1	5.1	Meeting close				6:44pm

These minutes are an accurate account of the School Board meeting.

Principal: _____ Signed: _____ Date: _____
Board Chair: _____ Signed: _____ Date: _____